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PAYMENT POLICY

Extending Brands into Experience

MC² has established the following terms and conditions of sale for all services rendered by us:

- MC² requires payment for all services upon presentation of an invoice at the exhibit site. To receive a discount, payment must accompany your advance order and be received prior to the Deadline Date on your order form. Advance payment can be made by completing the Credit Card Authorization form provided in this service manual or by company check. A purchase order is not considered payment.
- All payments must be made in U.S. funds and drawn on a U.S. Bank.
- If your firm or agency requires a purchase order to be used for any services rendered, such purchase orders Must accompany the order forms. **PURCHASE ORDERS ARE NOT ACCEPTED AT SHOW SITE.** Government agencies please note.
- All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of MC².
- Exhibitors with a history of delinquent payment and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibit.
- **INTERNATIONAL EXHIBITORS** will be required to settle their accounts in full **PRIOR** to the close of the exhibit. Payments must be made in U.S. Funds by credit card, cash, or check drawn on a U.S. bank. If you need to wire transfer the funds please send to the following:
 - PNC Bank
 - ABA #031207607/PNC Bank New Jersey
 - Lock Box A/C #8019342744
 - Beneficiary: Creative Management Services d/b/a MC²
- **FOR ALL EXHIBITORS**, invoices will be available at the Service desk prior to the close of the exhibit. MC² will accept payment by cash, company check, or Credit Card Authorization from VISA, Mastercard, or American Express. MC² reserves the right to check the credit available on any card presented.
- It is the responsibility of the Exhibitor to advise the MC² desk representative of any problems with any orders, and to check his invoice for accuracy prior to the close of the exhibit. No credits will be issued after the exhibition closing.
- Payment for ALL labor, equipment and services, whether ordered by the exhibitor, display house, non-official contractor or other parties shall be the **RESPONSIBILITY OF THE EXHIBITOR**.
- MC² reserves the right to institute collection action against the exhibitor, in the event payment from the third parties in a timely manner.